

YOUTH SERVICES POLICY

Title: Procurement of Supplies and Equipment Next Annual Review Date: 10/22/2013	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.7
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References: La. R.S. 39:1551-1771 "Louisiana Procurement Code"; Office of State Purchasing Rules and Regulations; Executive Orders: BJ 08-67; BJ 08-77; PPM 51 Contracts for Maintenance, Equipment and Services; PPM Part V, Ch. 13 Equipment Purchase Approval; ACA Standard 2-CO-1B-09 (Standards for Administration of Correctional Agencies); ACA Standards 4-JCF-4A-02 and 4-JCF-6B-09 (Performance-Based Standards For Juvenile Correctional Facilities); ACA Standard 2-7015 (Juvenile Probation and Aftercare Services) and YS Policy A.3.10 "LaCarte Purchasing Card and Program"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 10/22/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide for Youth Services (YS) procurement of supplies and equipment through Public Safety Services (PSS) Purchasing Authority in accordance with the Louisiana Procurement Code.

III. APPLICABILITY:

This policy shall apply to all YS employees. Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Advanced Government Purchasing System (AGPS) - an automated purchasing system on the mainframe used for transmitting, transacting, and data storage of purchasing documents/processes.

Delegated Purchasing Authority - An amount delegated to an individual or an agency to allow processing without higher approval.

Emergency Purchase Order, Requisition or Change Order - an order which includes an item(s) needed due to a danger to life, limb and/or property.

Human Capital Management (HCM) - a system that captures transactions involving state funds formerly performed by the Integrated Statewide System (ISIS).

Non Competitive Items - Small purchases, regardless of price, that do not require bids.

Public Safety Services/OMF/Purchasing - A section with Public Safety Services responsible for the requisitions and purchases for YS.

Unit Head - Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Facility Directors, and Regional Managers.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, and their support staff.

YS Central Office Purchasing Liaison - a YS employee responsible for reviewing purchase orders, requisitions, and change orders for YS, and submitting same to Public Safety Services/OMF/Purchasing.

V. POLICY:

It shall be the Deputy Secretary's policy that all employees assisting PSS/OMF with the responsibility for the requisition and purchase of supplies and equipment for YS shall comply with all laws, regulations and executive orders to ensure proper control of state finances and maximum competition among vendors.

VI. RESPONSIBILITY:

- A. The YS Central Office Purchasing Liaison shall be responsible for the following:
 1. Reviewing purchase orders requisitions and change orders submitted on 156Bs through Lotus Notes, prior to approval and submission to PSS/OMF/Purchasing.
 2. Forwarding approvals via email to PSS/OMF/Purchasing. Note: The anticipated response time for processing the requests through PSS/OMF/Purchasing shall be within three (3) to five (5) business days.

3. Advising PSS/OMF/Purchasing when a purchase order, requisition or change order is of an emergency nature, in order to have it submitted as soon as possible. (See Section VIII.)
- B. PSS/OMF/Purchasing shall be responsible for the following:
1. Requisitioning and purchasing of food for secure care dining halls, medication for youth, warehouse supplies, equipment services, major repairs, office supplies and equipment.
 2. Ensuring compliance with all laws, regulations, and executive orders pertaining to procurement.
 3. Ensuring proper control of state finances and maximum competition among vendors.
 4. Utilizing the Advanced Governmental Purchasing System (AGPS) to the fullest extent possible in order to capture transactions involving state funds in the Human Capital Management (HCM) system.
- C. Central Office, Secure Care and Regional Office staff shall be responsible for:
1. Initiating 156As and 156Bs through Lotus Notes.
 2. Providing documentation, i.e. quotes, justification, etc. to PSS/OMF/Purchasing.
 3. Contacting the YS Central Office Purchasing Liaison in a timely manner to request changes to purchase orders when needs arise.
 4. Verifying receipt of goods and services (signed and dated). This is normally accomplished by using the bill of lading/receipt to confirm delivery of the goods or services.
 5. Entering the receipt of goods and services into the HCM within 48 hours (2 days) of receipt.
- D. Unit Heads shall be responsible for ensuring staff comply with purchasing procedures.

VII. DELEGATED PURCHASING AUTHORITY:

Public Safety Services shall have delegated purchasing authority as follows:

- A. To make small non-competitive purchases of up to twenty-five thousand dollars (\$25,000.00). Price quotations shall be solicited from three (3) or more bona fide qualified vendors for purchases exceeding one thousand dollars (\$1,000.00).
- B. Purchases over twenty-five thousand dollars (\$25,000.00) shall be forwarded to the Division of Administration, Office of State Purchasing for handling by PSS/OMF.
- C. Per Executive Order BJ 08 67, Section 5A, YS may purchase certain items, regardless of price, through the non-competitive process described in A. above.

VIII EMERGENCY PROCUREMENT:

- A. The PSS/OMF Purchasing Director/designee shall authorize others to make emergency procurements when there exists an imminent threat to public health, welfare, safety or public property under emergency conditions, as defined in accordance with Office of State Purchasing Rules and Regulations.
- B. Every effort shall be made by PS/OMF Purchasing to obtain quotations from three (3) or more vendors when supplies, services or major repairs are to be purchased on an emergency basis.
- C. Immediate purchasing shall be discouraged as much as possible.
- D. When time does not permit the obtaining of written quotations, the PSS/OMF Purchasing Director/designee shall obtain quotations by telephone.
- E. Any offer accepted shall be confirmed in writing.
- F. Written documentation of facts and circumstances leading to the conclusion that such procurement was necessary, shall be submitted to the PSS/OMF/Purchasing Director by the appropriate Unit Head through the YS Central Office Purchasing Liaison.

- G. No purchases shall be made without prior approval from the YS Undersecretary/designee and the PSS/OMF/Purchasing Director/designee.

Previous Regulation/Policy Number: A.3.7

Previous Effective Date: 08/04/2011

Attachments/References: